GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Tribal Welfare Department, - TRIBAL CULTURAL RESEARCH TRAINING INSTITUTE - Restructuring the Tribal Cultural Research & Training Institute into two Units viz., 1) Administrative Unit and 2) Research and Training Unit to make the Institute vibrant and pro-active for safeguarding the rights and interests of Scheduled Tribes in Andhra Pradesh.- Administrative Sanction - orders-Issued.

TRIBAL WELFARE (GCC) DEPARTMENT

G.O.Ms.NO.55 **Dated:05-05-2016**

Read the following:-

1) G.O.Ms.No.1242, Edn.Dept., dt:02.05.1962.
2) From the Sri Jual Oram, Minister of Tribal affairs, GoI, New Delhi D.O.Lr. No.17011/1/2015- Reserch, dt:09.03.2015 addressed to the Hon'ble CM of A.P.
3) D.O.Lr.No.17011/1/2015- Research, dt:15.07.2015 of Sri Manoj Kumar Pingva, Joint Secretary to Government of India, MoTA, New Delhi.
4) Govt.Memo.No.2353/GCC/2015,dt:25.03.2015 & 05.08.2015.
5) From the Director of Tribal Welfare, A.P., Hyd., Lr.Rc.No. A1/ 405/TRI/2015, dt:05.11.2015.

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In the reference 2nd read above, the Ministry of Tribal Affairs, Government of India, New Delhi, has informed that Tribal Research Institutes (TRIs) have been constituted with support from the Union Government for research and documentation on Socio –Cultural and linguistic aspects of tribal life. Over the years, many such institutions have become weak. Posts are not being filled up. While funds released by the Union Government for the TRIs, State release is delayed due to numerous factors. Sometimes, when a project is approved by them, it needs further approval of the State Government, which appears redundant because the project has been sanctioned in consultation with the State Government. These aspects require urgent attention. Further he has informed that the Hon'ble Prime Minister himself has observed that the "Tribal Research Institutes to have larger role in policy making pertaining to STs. Policy inputs to be collected and TRIs to be developed into top – class research centres."

2. In the reference 3rd read above, the Joint Secretary to Government of India, Ministry of Tribal Affairs has requested to plan to establish TRI with the points mentioned by the Government of India in the reference 1st read above and make it a Registered Society so that funds can be released directly and approval process of projects can be expedited. He has also requested to furnish the action taken in this regard to their Ministry.

3. In view of the above, the Director of Tribal Welfare, A.P., Hyderabad in the reference 5th read above has furnished the following proposal for restructuring the existing TRI:-

Back Ground:-

4. In view of the recommendations of the SC and ST Commission, Government of India and the Commission for Sch. Areas and Sch. Tribes (Dhebar Commission), TCR&TI was established at Hyderabad during 1962-63 in the reference 1st read above .

P.T.O.,

5. It has been functioning as a prestigious institute since then with the following key activities Viz., Conducting ethnographic studies on tribes of AP. Periodically, Carrying out Socio-economic and bench-mark surveys, Formulating perspective plans for ITDAs and PVTGs, Assessing the impact of plan programs to know their functional efficiency, implementation process and suggest mid course corrections or changes in policy and approvals, Imparting orientation trainings to officials and non-officials engaged in tribal development, Organizing training to tribal leaders to create awareness about protection and development of tribals, Organizing employment orientation training to educated tribal youth, Studying the claims of various castes/communities for inclusion in the list of Sch. Tribes, Conducting pre-admission and pre-appointment scrutiny of S.T certificates of candidates under ST quota, Building repositories of data on tribals and tribal welfare and artifacts of tribes of AP by establishing Library, Museum and data bank, Monitoring the progress of implementation of various tribal development activities and protective regulations in Scheduled Areas, Conducting State and National Seminars/Workshops on issues relating to tribal development.

6. The research work so far done consists of:

Ethnographic studies	128
Socio Economic surveys	77
Physical Anthropology and Allied studies	87
Development Research Studies	78
Tribal Development Plans	158
Evaluation Studies	82
Anti Exploitation studies	19
Linguistic and other Studies	38
Consultancy Studies	26
TOTAL	**693**

7. The TCR & TI has Library with (15,121) titles and it is one of the best Libraries in the subjects of Anthropology, Sociology, Philosophy and Folklore and also it has a Museum with a great collection of artifacts of all the major tribes of the erstwhile Andhra Pradesh state.

Status of TCR & TI after Re-Organization of the State

8. As per the State Reorganization, TCR&TI is one of the X schedule Institutions and it was bifurcated into two Institutes (GO.Ms.No.58, TW (TW.Ser.III) Dept., dated: 31-5-14). The Museum and the library have gone to Telangana as they are located in Hyderabad. Both the Institutes have started functioning from 15-8-14 onwards. (26) Staff were ordered to serve Telangana and the actual staff bifurcation is yet to take to place and (97) Posts are provisionally allotted to A.P., as per the ratio of 58:42. The details are given Annexure –I.

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THE NEED TO RESTRUCTURE TCR&TI IN ANDHRA PRADESH STATE

9. Due to multifarious reasons, the TCR&TI, A.P once the topmost Institute in the country has become less active and less vibrant now. Hence there is an urgent need to rejuvenate the Institute as a vibrant TRI would enable the Tribal Welfare Department and thereby the Government in ensuring the constitutional safeguards are effectively implemented besides guiding the Government in proper planning of tribal welfare activities through constant research and evaluation.

10. Therefore, the Director of Tribal Welfare A.P., Hyderabad has proposed to restructure existing TRI into two (2) units:

a) An Administrative Unit with planning and protective regulatory functions and this unit to be attached to the office of Director, Tribal Welfare. This unit shall function under the control of Director, Tribal Welfare and assist her in the following functions:

- Shall function as the Nodal Agency for preparing perspective plans based on the research and impact studies.
- Shall monitor implementation of LTR and other protective regulations
- Shall attend to caste verification and all matters related to implementation of Rule of Reservation for STs
- All issues relating to V schedule of constitution of India including the convening of Tribes Advisory Council.

b) A Research and Training unit dedicated full time for taking up research, evaluation, training and activities related to promotion and preservation of tribal culture. Since this requires functioning with required autonomy, it is proposed to set up a Society and to allow the same to function in a mission mode.

- The Research and Training unit will be set up as an autonomous society.
- It is proposed to be designated as **TRIBAL CULTURAL RESEARCH AND TRAINING MISSION (TCR&TM)**
- The Mission shall be set up as a Society under the Societies Act, 1964 and the Chairman of the Mission shall be the Principal Secretary to Government, Tribal Welfare and Director, Tribal Welfare shall be the vice chairman and the present post of DTRI shall be re-designated as Mission Director/Secretary-cum-Treasurer of the Society.

- **The Mission shall have the following functions:**

i) Research Functions:

  - Ethnographic Surveys
  - Action Research
  - Concurrent Evaluation

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ii) Promotion of Tribal Culture

- Managing AlluriSeetharamaRaju Tribal Museum and documentation center
  - Artifacts gallery
  - Habitats gallery
  - Occupational gallery
  - Fairs and Festivals gallery
  - Audio Visual division
  - Tribal medicines
  - Library and documentation center

- Publication Division
  - Printing of Broachers and journals, articles and books on Tribal life, Culture, language and their development.
  - Awards to authors on Tribes and their development
  - Conducting Tribal Fairs and Festivals
  - Exchange visits of Tribals to Tribal areas of other states, visits centers of development etc.,
  - Artifacts manufacturing by Tribal experts and their sale through counters.
  - Tribal Medicines and their promotion through publicity
  - Encouragement to tribal languages – Introduction of primers in tribal dialects in primary classes with the assistance of RVM.

iii) Training

- Orientation training to officials on tribals and tribal development
- Training to non-officials and tribal leaders on constitutional safeguards, reservation benefits and rights of tribals, awareness on various Acts, regulations, Government orders etc., meant for the Welfare of Tribals.
- Employment oriented training to educated tribal youth.

BUDGET AND POSTS:

11. The existing (97) sanctioned posts of TRI of Andhra Pradesh are proposed to be redistributed among these (2) Units as detailed in Annexures –II & III and the remuneration of the staff will be drawn from the Treasury against the existing sanctioned posts.

P.T.O.,

12. SOURCE OF FUNDING

SI.No	Item of expenditure	Source of funding
1	Salaries for the staff	Regular departmental budget as all the posts have been accounted for in the number statements of the department
2	Office contingencies	25% from regular budget and 75% from the programs/projects undertaken.
3	Programs and projects	• Funds from TSP • CSS & Article 275 (1) • Spl. Central Assistance
4	Buildings and amenities	• Funds from TSP • CSS & Article 275 (1) • Spl. Central Assistance

12. In view of the above, in order to make the TRI vibrant and pro-active for safeguarding the rights and interests of Scheduled Tribes in Andhra Pradesh, Government after careful examination of the proposal, hereby accord administrative sanction for restructuring the TCR & TI into two(2) Units viz., (1) Administrative Unit and (2) Research & Training Unit in the form of Tribal Cultural Research and Training Mission (TCR & TM) as envisaged above and for redistributing the existing (97) sanction posts of TRI of AP among these (2) Units ad detailed in Annexure –II, & III.

13. This order issued with the Concurrence of the Finance Dept., vide their U.O.No.219/PFS/2016, dt:03.02.2016.

14. The Director of Tribal Welfare, A.P., Hyderabad shall take necessary action to establish the units immediately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SOLOMON AROKIA RAJ, IAS.,
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
The Director of Tribal Welfare, AP, Hyderabad.
The Director, TCR & TI., A.P., Hyderabad.
The Secretary, Gurukulam, A.P., Hyderabad.
The Managing Director, TRICOR, A.P., Hyderabad.
The Engineer –in- Chief (TW), A.P., Hyderabad.
The Managing Director, Girijan Cooperative Corporation,
Visakhapatnam, A.P.

Copy to:

The Collectors of all Districts in the A.P.State.
The Project Officers of all ITDAs/DDs/DTWOs
The P.S. to Hon'ble Minister (SWE & TWE)
The P.S. to Special Chief Secretary to Government (TW) (FAC)
The P.S. to Prl. Secretary (Finance)

//FORWARDED:: BY ORDER//

SECTION OFFICER

ANNEXURE – I

(G.O. Ms.No.55. TW(GCC) Dept., dt:05 .05.2016)

Sl.No.	Post/Cadre	Status of posts		
		Allotted	Filled	Vacant
(1)	(2)	(3)	(4)	(5)
1	Director	1	0	1
2	Joint Director	2	0	2
3	Deputy Director	5	2	3
4	Asst. Director(Research)	6	1	5
5	Asst. Director(Cartography)	1	0	1
6	Asst.Director (Law)	1	0	1
7	Asst.Director(Linguistics)	1	0	1
8	Statistical Officer	1	1	0
9	Tabulation Officer	1	0	1
10	Field Officers	7	0	7
11	Cameraman	1	0	1
12	Sr.Draughtsman	1	0	1
13	Research Investigator	7	0	7
14	Field Investigator	9	0	9
15	Draughtsman	1	0	1
16	Audiovisual Operator	1	0	1
17	Asst. Cameraman	1	0	1
18	Superintendent	1	1	0
19	Sr.Assistant	1	0	1
20	Store Keeper	1	1	0
21	Sr.Stenos	2	2	0
22	Jr.Assistant	2	0	2
23	Jr.Stenos	3	0	3
24	Typist	6	2	4
25	Typist-cum-clerk	1	0	1
26	Driver	2	0	2
27	Record Assistant	1	0	1
28	Watchman	1	0	1
29	Night Watchman	1	0	1
30	Office Subordinate	14	14	0
31	Sweeper	6	6	0
32	Scavenger	1	0	1
33	Chowkidar	1	0	1
34	Office Subordinate	1	0	1
35	Gardener	1	0	1
36	Asst.Accounts Officer	1	1	0
37	Sr.Accountant	2	1	1
38	Shroff	1	0	1
	TOTAL	**97**	**32***	**65**

**Out of the (32) Staff Members only (1) Assistant Director and (1) Deputy Director are governed by TRI Rules.*

SOLOMON AROKIA RAJ, IAS.,
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

ANNEXURE – II

(G.O. Ms.No.55, TW(GCC) Dept., dt:05.05.2016)

A. Administrative unit

- The Administrative Unit will be re-designated as Tribal Sub Plan and Protective Regulations Unit of the Office of Director, Tribal Welfare.
- It shall have the following staff positions:

Sl. No.	Post/Cadre		Status of posts			Method of Recruitment		Functions
	Existing Nomenclature	Proposed Nomenclature	Allotted	Filled	Vacant	Existing	Proposed	
1	2	3	4	5	6	7	8	9
2	Joint Director	Joint Director	1	0	1	• **To be filled in:** By promotion from the feeder category – 3 of class –B i.e., Deputy Director • **Appointing Authority:** Government. • Governed by AP Tribal Welfare State Service Rules.	• **To be filled in:** on promotion from the category of Dy. Directors of TCR&TI or Tribal Welfare. • **Appointing Authority:** Government. • Governed by AP Tribal Welfare State Service Rules.	• Responsible to guide and supervise the staff in monitoring of protective regulations (LTR, Money Lenders Regulations of 1960 and Debt Relief Regulation of 1970). • Assists in monitoring of implementation of ROFR, LTR, Training to functionaries of Gram Sabha on PESA etc., • Implementation of Rule of Reservation meant for STs in Universities and other Governmental organizations. • Assists the Director in conduct of APTAC Meetings regularly. • Assists the Director in all the matters in screening of bogus ST status certificate

								holders seeking admission in professional colleges and Employment in Govt., Services. • Preparation and submission of annual report on the administration of Scheduled areas in the State as well as perspective plans.
3	Deputy Director	Deputy Director (one for TSP and one for Protective Regulations)	2	2	0	• **To be filled in:** By Promotion from the categories of 4,5,6,7 and 8 of class –B i.e., Assistant Director (Research), Statistical Officer, Tabulation Officer, Assistant Director (Cartography), Assistant Director (Law) and Assistant Director (Linguistics). • **Appointing Authority:** Director of Tribal Welfare	• **To be filled in:** (1) post to be filled in by promotion from the category of Asst. Director (R) of TCR & TI. • (1) post to be filled in from Deputy Directors of Tribal Welfare on deputation/by transfer on tenure basis. • **Appointing Authority:** Director of Tribal Welfare.	**Dy. Director (TSV)** • Assists the Director in implementation of Act.16 of 1993 and rules therein for issuance and verification of ST Community certificates. • To conduct the studies/enquiries on ST status claims/complaints of individuals and groups. • To scrutinize the genuineness of ST certificates of the candidates for admission into professional courses and of candidates selected for appointment in Central and State Government departments etc., • To deal with the Court cases filed against the decisions of the TW Dept/Govt on the ST status claims of the candidates/communities. • To conduct training programmes to the competent authorities and others on

								issuance of ST community certificates. **Dy. Director (Protective Regulations)** • Monitoring the implementation of protective regulations i.e., LTR, Money Lenders Regulation, Debt Relief Regulation, ROFR, PESA, Rule of Reservations in the appointments in the Universities meant for STs. • Prepares Para-wise remarks to the writ petitions and writ appeals filed against the decisions of the Tribal Welfare/Government on the LTR cases. • Preparation of Agency Reports and Perspective Plans.
4	Asst. Director	Asst. Director (incl: Assistant Director (Law) (One for TSP, one for Protective Regulations, one for caste verification and one for RoFR and PESA)	4	1	3	**To be filled in:** • By Direct Recruitment. • Appointment by Transfer from the categories 4 and 6 of class –A i.e., (Field Officers, Librarian and Technical Assistant) of the APTW state service rules. • The ratio between direct recruitment and promotion shall be 3:7. • **Qualification:**1st or 2nd class Master's Degree in	**To be filled in:** • (1) Post by direct recruitment as per Service Rules issued in G.O.Ms No: 123 SW (TW) Department, dated: 23-12-1999. • (1) Post to be filled in by way of promotion from the category of Superintendent from the Head Office of Commissioner/ Director	**Assistant Director(Law):** • Assists the Director, Joint Director and Deputy Directors in legal issues. • Preparation of para wise remarks, filing of counter affidavits in various Court related issues regarding LTR, community claims. • Acts as liaison with Govt., Hon'ble High Court and APAT through Government Pleader. **Assistant Director (TSV):** • Assists the Deputy Director in

						Social Anthropology, Sociology, Social Work with at least 2 publications in National level academic journals. • **Appointing Authority:** Commissioner/Director of Tribal Welfare	of Tribal Welfare Department. • (2) posts shall be filled by contract. • The posts shall be filled on the following cycle: a) 1st vacancy shall be filled by Direct Recruitment. b) 2nd vacancy shall be filled by promotion (superintendent of Head Office of O/o Commissioner/ Directorate of Tribal Welfare) c) 3rd&4th vacancies shall be filled by deputation/contract services on outsourcing. • **Qualifications:** 1st or 2nd class Master's Degree in Social Anthropology/Sociology /Social Work from Recognized University	implementation of Act.16 of 1993 and rules therein for issuance and verification of ST Community certificates. • To conduct the studies/enquiries on ST status claims/complaints of individuals and groups. • To scrutinize the genuineness of ST certificates of the candidates for admission into professional courses and of candidates selected for appointment in Central and State Government departments etc., • To deal with the Court cases filed against the decisions of the TW Dept/Govt on the ST status claims of the candidates/communities. • To conduct training programmes to the competent authorities and others on issuance of ST community certificates **Assistant Director (Protective Regulation)** • Monitoring the implementation of protective regulations i.e., LTR, Money Lenders Regulation, Debt Relief Regulation, ROFR, PESA, Rule of Reservations in the appointments in the Universities meant for STs.

							with at least two publications in National Level Academic Journals. • 1st or 2nd class Master's Degree in Arts, Commerce, Science and Master's Degree in Law of a Recognized University. • **Honorarium: Rs.**30,000/- p.m., • **Appointing Authority:** Commissioner/Director of Tribal Welfare.	• Prepares Para-wise remarks to the writ petitions and writ appeals filed against the decisions of the Tribal Welfare/Government on the LTR cases. • Preparation of Agency Reports and Perspective Plans with the help of Field Officers. **Assistant Director (RoFR, PESA)** • Responsible for monitoring of protective Regulations, RoFR, PESA Act and Rules, Money lending and Debt relief regulations. • Conducts training programme to Gram Sabha functionaries on provisions of PESA. • Concurrent evaluation on status of Gram Sabha functionaries.
5	Statistical Officer	Statistical Officer	1	1	0	**To be filled in:** • Appointment by transfer from categories 2 and 4 (Deputy Statistical Officer and Filed Officer) of Class-A of the APTW State service rules. • **Qualification:** Must possess Masters degree in	**To be filled in:** • This post is to be filled in **by transfer/on deputation** from Tribal Welfare Department/ Directorate of Economics & Statistics Dept., (or) • On contract basis. • **Qualifications:** Master's	• Collection of primary and secondary data in Tribal areas. • Compilations and interpretation of data. • Preparation of Statistical compendium on research and development aspects. • Collects and compiles the data on progress of Tribal Development programs.

						Economics with Statistics as one of the subject or Statistics or Mathematics with Statistics as one of the subject. • **Appointing Authority**: Director, Tribal Welfare.	Degree in Economics with Statistics as one of the subjects or Statistics or Mathematics with Statistics as one of the subjects of a University of India. • **Honorarium:** Rs. 30,000/- P.M., • **Appointing Authority**: Director, Tribal Welfare.	• Assists Deputy Director and Joint Director of Administrative unit in collection of information for the preparation of Agency administration report and for National Commission for STs. • Conducts Socio Economic and benchmark survey in tribal concentrated mandals.
6	Tabulation Officer	Tabulation Officer	1	0	1	**To be filled in:** • By appointment, by transfer from categories - 2 & 4 (Deputy Statistical Officer and Filed Officer) of Class-A of the AP TW State service rules. • **Qualification:** Must possess Master's degree in Economics with Statistics as one of the subject or Statistics or Mathematics with Statistics as one of the subject. • **Appointing Authority:**	**To be filled in:** • This post is to be filled in **by transfer/on deputation** from Tribal Welfare Dept/ Directorate of Economics & Statistics Dept. • On contract basis. • **Qualifications:** Master's Degree in Economics with Statistics as one of the subjects or Statistics or Mathematics with Statistics as one of the subjects of a University of	• Prepares different types of formats for collection of both primary and secondary data on different tribal programs for building up of information system and data bank. • Supervision of the work of his sub-ordinate staff engaged in tabulation, compilation and interpretation of data of various research reports. • He also associates in preparation of draft reports. • Preparation of Statistical compendium on Research and developmental aspects.

						Director, Tribal Welfare	India. • **Honorarium:** Rs. 30,000/- P.M **Appointing Authority:** Director, Tribal Welfare.	
7	Field Officers	Field Officers	2	0	2	**To be filled:** • By direct recruitment • By promotion from the categories - 7 & 16 of Class-A (Research Investigator and Asst. Curator) of the AP TW Subordinate service rules. • **Qualification:** Must have passed MA., in Sociology /Anthropology in Ist class or 2nd class. • **Appointing Authority:** Director, Tribal Welfare	**To be filled:** • (2) Two posts by promotion from the category of Senior Assistant of Head Office of Commissioner/ Director of Tribal Welfare. • Services on contract basis. **Qualifications:** • M.A in Anthropology/ Sociology in 1st or 2nd class. • **Honorarium:**Rs.25,000/- P.M., • **Appointing Authority:** Director, Tribal Welfare.	• He takes up extensive field work in the tribal areas for collection of data on the schemes implemented for the welfare of STs. • Takes up investigation and verification of doubtful/false tribal status claims of all referral cases. • Assists in monitoring of protective Regulations, ROFR and PESA acts and rules. • Assists the Assistant Directors in preparation of perspective plans and Annual plans for the development of STs. • Extensive tours in the tribal area of the state or collection of basic data on STs.
8	Field Investigator	Field Investigator	4	0	4	**To be filled in :** • By direct recruitment • By promotion from category - 10 &13 of Class-A (Audio Visual Operator & Assistant Cameraman) of the AP TW Subordinate services. • By deputation from teachers working in TW	**To be filled in :** • By direct recruitment. • By on contract basis or services on outsourcing • **Qualifications:** 1st or 2nd class Master's Degree in Sociology / Social Work/Social Anthropology/Physical Anthropology/Economi	• Conduct field study both tribal and plan areas from time to time for research projects. • Conduct extensive tour in tribal areas. • Investigation and verification of bogus and doubtful tribal social status claim. • Collection of information from ITDAs and DTWOs for preparation of reports.

						Department • **Qualification:** Ist or IInd class Masters degree in Social Anthropology, Sociology, Social Work/Physical Anthropology with Human Genetics/Economics/Statistics/Botony/Home Science/Forestry/Agriculture/Education/Rural Development or Post graduation in Law or Degree with Post graduate diploma in Computer applications. • **Appointing authority:** Director, Tribal Welfare.	cs/ Statistics etc., • **Honorarium:**Rs.20,000/-P.M., **Appointing authority:** Director, Tribal Welfare.	
9	Sr. Draughtsman	Sr. Draughtsman	1	0	1	**To be filled in :** • By promotion from the category - 15 of Class-A (Draughtsman) of the AP TW Subordinate services. • **Qualification :** Diploma in Civil Engineering. • **Appointing Authority:** Director, Tribal Welfare.	**To be filled in :** • Appointment by transfer / deputation. • Services on outsourcing. • **Qualifications:** Diploma in Civil Engineering • **Honorarium:**Rs.25,000/-P.M., **Appointing Authority:**	• Sr. Draughtsman prepares various charts, diagrams, maps, depicting demography aspects, literacy rates, occupational pattern of STs. • Carves out various background areas in the map for formulation of development plans for STs. • He maintains District and State record of maps.

							Director, Tribal Welfare.	• Prepares maps for survey reports and perspective plans.
10	Sr. Stenos	Sr. Stenos	1	1	0	**To be filled in:** • These posts are filled in by drafting from the Directorate of Tribal Welfare. • Governed by AP. Ministerial Staff Services Rules.	**To be filled in:** • These posts are filled in by drafting from the Directorate of Tribal Welfare. • Governed by AP. Ministerial Staff Services Rules.	• Assists in all official correspondence. • Attends fair copying work of all seats and maintains fair copy register. • Computerization of data. • Correspondence with various organizations. • Assists the Joint Director/Deputy Director in all Official correspondence.
11	Junior Steno	Junior Steno	1	0	1			
12	Typist	Typist	2	2	0	• The service conditions of the class IV staff shall be governed by A.P. Last Grade Services Rules.	• The service conditions of the class IV staff shall be governed by A.P. Last Grade Services Rules. • All these posts are positioned by taking the services on outsourcing basis. • **Qualifications:** • **Honorarium:** **Rs.**15,000/-P.M.,	
13	Driver	Driver	1	0	1			• Driving. Attends to Director/ Research staff.
14	Record Assistant	Record Assistant	1	0	1			• In charge of Stores, stationary and furniture, old Records, Registers etc. • Maintains disposal of old records year wise for ready reference. • He supplies old disposals to the concerned sections as and when required with the permission of JD of Administration unit.
15	Office Subordinate	Office Subordinate	3	3	0			• They work in different sections and assists in disposal of files, tappals etc.,
16	Sweeper	Sweeper	2	2	0			• Sweeping the office rooms and cleaning of the premises of office building.
	TOTAL		**27**	**12**	**15**			

SOLOMON AROKIA RAJ, IAS.,
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

ANNEXURE – III

(G.O. Ms.No. 55, TW(GCC) Dept., dt:05.05.2016)

TECHNICAL STAFF

Sl. No	Post/Cadre		STATUS OF POSTS			Method of Recruitment		Functions
	Existing Nomenclature	Proposed Nomenclature	Allotted	Filled	Vacant	Existing	Proposed	
1	2	3	4	5	6	7	8	9
1	Director	Mission Director	1	0	1	**To be filled in:** • By promotion from the feeder category i.e. Category -2 of Class - B i.e., Joint Director. • **Appointing Authority:** Government	**To be filled in:** • Being drafted from the categories of Joint Director/Deputy Directors from O/o the Director Tribal Welfare or from the universities of the State. • To be filled in by way of deputation/services on contract basis. • **Qualifications:** 1st or 2nd class Master's Degree in Social Anthropology/Sociology/Social Work of a Recognized University with at least two publications in National level academic Journals. • Preference shall be given to the candidates possessing M. Phil., or Ph.D. in Social Anthropology /Sociology/Social Work. 2 or 3 years research experience.	**Mission Director:** • Head of the Tribal Cultural Research and Training Mission being established at Visakhapatnam. • Responsible for arranging various research and evaluation studies, training besides administration of the TCR & TM. • Guides and supervises all activities of TCR&TM. • Assists Director of Tribal Welfare in conducting Research Projects, evaluation studies, implementation and monitoring of developmental programs. • Responsible for organizing various training programmes to the staff engaged in tribal development. • Conducts monthly meeting with Research staff, monitors the status of ongoing Research projects. • Scrutinizes the draft reports/ findings and important policy matters being submitted to Government.

							• **Honorarium: Rs.** 60,000/-P.M., **Appointing Authority:** Government.	• Takes up innovative schemes, workshops, seminars and initiates suitable action for implementation programs.
2	Joint Director	Executive Director	1	0	1	**To be filled in:** • By promotion from the feeder category i.e., category - 3 of Class - B i.e., Deputy Director. • **Appointing Authority:** Government	**To be filled in:** • Being drafted from the categories of Joint Director/Deputy Directors from O/o the Director Tribal Welfare or from the universities of the State. • To be filled in by way of deputation/services on contract basis. • **Qualifications:** 1st or 2nd class Master's Degree in Social Anthropology/Sociology/Social Work of a Recognized University with at least two publications in National level academic Journals. • Preference shall be given to the candidates possessing M.Phil., or Ph.D. in Social Anthropology/Sociology/Social Work • **Honorarium:** Rs.50,000/-P.M., **Appointing Authority:** Government.	**Executive Director:** • Responsible to guide and supervise the staff working in his division for conducting ethnographic and monographic studies. • Assists Director of TCR&TM in all matters relating to ethnographic studies. • Provides clarifications for Scheduling or deletion of communities from the list of Scheduled Tribes order. • Organizes training program to the officials and non-officials working in tribal areas. • Organizing Special training programs for women on management of thrift and credit societies and skill development. • Arranges appropriate and suitable coaching to the educated tribal youth for various competitive examinations.
3	Deputy	Professor/	3	0	3	**To be filled in :**	**To be filled in :**	**Professor/Faculty:**

	Director	Faculty				• By promotion from the categories - 4,5,6,7 and 8 of Class - B i.e., Asst. Director (Research), Statistical Officer and Tabulation Officer, Asst. Director (Cartography), Asst. Director (LAW) and Linguistics. • **Appointing Authority:** Director, Tribal Welfare.	• Being drafted from the categories of Deputy Directors/DTWOs from O/o the Director, Tribal Welfare or from the Universities of the State or similar Institutions. • To be filled in by way of deputation/services on contract basis. • **Qualifications:** 1st or 2nd class Master's Degree in Social Anthropology/Sociology/Social Work of a Recognized University with at least two publications in National level academic Journals. • **Honorarium:** Rs.40,000/-P.M., **Appointing Authority:** Director, Tribal Welfare.	• Assists the Mission Director and Executive Director of TCR & TM on various research projects. • Responsible for identification of research projects and various research problems for inclusion in the annual plan of work. • Supervises and guides the staff in various studies both in field and headquarters. • Supports the Joint Director in the organization of seminars/workshops, symposiums and book reviews. • Extends support in collection of artifacts from the tribal areas and assists the museum curator to display of articles. • Collection of information on all STs regarding their population, demographic profiles etc., • He supervises the functioning of library and museum.
4	Asst. Director (Research)	Associate Professor/Associate Faculty	3	0	3	**To be filled in :** • By direct recruitment • By appointment, by transfer from categories - 4 & 6 of Class-A (Field Officer, Librarian and Technical Assistant) of the AP TW Subordinate services. The ratio between Direct recruitment and Promotion shall be 3:7 • **Qualification:**1st or 2nd class	**To be filled in :** • Being drafted from O/o CTW/Universities who possesses the prescribed qualification as per the G O.Ms.No.123, SW (TW.Ser.I) Dept, dt:23-12-1999. To be filled by way of deputation or by contract. • **Qualifications:** 1st or 2nd class Master's Degree in Social	**Associate Professor/Associate Faculty:** • Assists the Dy. Directors and Joint Directors in preparing research designs, methodology, sampling techniques etc., for the research projects. • Conducts impact evaluation studies for ongoing tribal development programmes. • Study on tribal arts, crafts and other material cultural aspects.

						Master's degree in Social Anthropology, Sociology, Social Work with at least 2 publications in National level academic journals. • **Appointing Authority:** Director, Tribal Welfare	Anthropology/Sociology/Social Work from Recognized University with at least two publications in National Level Academic Journals. • **Honorarium:**Rs.30,000/- P.M., • **Appointing Authority:** Director, Tribal Welfare.	
5	Asst. Director (Linguistics)	Associate Professor/Associate Faculty	1	0	1	**To be filled in :** • By direct recruitment • By appointment, by transfer from categories - 4 (Field Officer) of Class-A of the AP TW Subordinate services. The ratio between Direct recruitment and Promotion shall be 3:7 • Qualification: Must possess 1st or 2nd class Masters degree in Linguistics. • **Appointing Authority:** Director, Tribal Welfare.	**To be filled in :** • Being drafted from O/o CTW/Universities who possesses the prescribed qualification as per the G O.Ms.No.123, SW (TW.Ser.I) Dept, dt:23-12-1999. To be filled by way of deputation or by contract. • 1st or 2nd • **Qualifications:** 1st or 2nd Master's Degree in Linguistic studies • Preference will be given to the Candidates having two years research experience in Linguistics studies. • **Honorarium:** Rs.30,000/-P.M., • **Appointing Authority:** Director, Tribal Welfare.	**Associate Professor/Associate Faculty:** • Prepares research design, methodology, schedules who study tribal dialects/languages. • Tours tribal areas to study various tribal dialects. • Prepares booklets on various tribal dialects mainly to facilitate the administrators and field functionaries to provide working knowledge in particular tribal dialect.
6	Field Officers	Field Officers	4	0	4	**To be filled in :** • By direct recruitment	**To be filled in :** • Being drafted from O/o	• Assists the Asst. Director in designing various research projects of the

						• By promotion from the categories - 7 & 16 of Class-A (Research Investigator and Asst. Curator) of the AP TW Subordinate services. • Qualification: Must have passed MA., in Sociology /Anthropology in 1st class or 2nd class. • **Appointing Authority:** Director, Tribal Welfare	DTW/Universities who possesses the prescribed qualification as per the G O.Ms.No.45, SW (TW.Ser.III) Dept, dt:28-06-2011. • On deputation/contract. **Qualifications:** Must have passed M.A in Anthropology / Sociology. **Honorarium:** Rs.25,000/-P.M., **Appointing Authority:** Director, Tribal Welfare.	division/cell in which they are working. • Assists conducting ethnographic, monographic studies in the tribal areas as well as claims. • Associates in conducting various evaluation and impact studies. • Prepare draft reports on ethnographic studies on ST claims.
7	Research Investigator	Research Investigator	7	0	7	**To be filled in :** • By direct recruitment and by promotion from category - 12 of Class-A (Field Investigator) of the AP TW Subordinate services. • The ratio between Direct recruitment and Promotion shall be 3:7 • **Qualification:**1st or 2nd class Masters degree in Social Anthropology, Sociology, Social Work/ Physical Anthropology with Human Genetics/Economics/Statistics/ Botany/Home Science/ Forestry/Agriculture/Education/Rural Development or Post Graduation in Law or	**To be filled in :** • Being drafted from O/o DTW/Universities who possesses the prescribed qualification as per the G O.Ms.No.45, SW (TW.Ser.III) Dept, dt:28-06-2011. • On deputation/contract. **Qualifications:** Must have passed M.A in Anthropology / Sociology/ Social Work/ Economics/ Statistics etc., **Honorarium:** Rs.20,000/-P.M., **Appointing Authority:** Director, Tribal Welfare	• Collects primary and secondary data from the tribal areas on various research project assigned. • Undertakes field work in tribal areas and plains on various research projects. • Extensive field visits and attends to scrutiny, tabulation and analysis of research and developmental data.

						Degree with Post Graduate diploma in Computer applications. • **Appointing Authority:** Director, Tribal Welfare		
8	Field Investigator	Field Investigator	5	0	5	**To be filled in :** • By Direct Recruitment or • By promotion from category - 10 &13 of Class-A (Audio Visual Operator & Assistant Cameraman) of the AP TW Subordinate services. • By deputation from teachers working in TW Department • Qualification: 1st or 2nd class Masters degree in Social Anthropology, Sociology, Social Work/Physical Anthropology with Human Genetics/Economics/Statistics/Botany/Home Science/Forestry/Agriculture/Education/Rural Development or Post graduation in Law or Degree with Post graduate diploma in Computer applications. • **Appointing Authority:** Director, Tribal Welfare	**To be filled in :** • Being drafted from O/o DTW/Universities who possesses the prescribed qualification as per the G O.Ms.No.45, SW (TW.Ser.III) Dept, dt:28-06-2011. • On deputation/contract. **Qualifications:** Must have passed M.A in Anthropology / Sociology / Social Work / Economics / Statistics etc., **Honorarium:**Rs.20,000/-P.M., **Appointing Authority:** Director, Tribal Welfare	• Conducts field studies in both tribal and plain areas from time to time for research projects. • Conducts extensive tours in tribal areas. • Maintenance of data base of the tribals and departments relating to land, medical &health, forest, education.
	Total		**25**	**0**	**25**			

Ministerial Positions

Sl. No.	Post/Cadre		Post/Cadre			Method of Recruitment		Functions
	Existing Nomenclature	Proposed Nomenclature	Allotted	Filled	Vacant	Existing	Proposed	
1	2	3	4	5	6	7	8	9
1	Superintendent	Superintendent	1	1	0	Governed by AP, Ministerial Staff Service Rules these posts are filled in by drafting from the Directorate.	**To be filled in:** On deputation.	• Head of the section • Supervises and guides the work of all seats • All administrative matters. • Attends disciplinary cases.
2	Sr. Stenos	All the posts to be re-designated as Junior Assistant-cum-Computer Assistant and each will be attached to ED/Professor/ Associate Professor	1	1	0			• Assists in all official correspondence. • Attends fair copying work of all seats. • Computerization of data. • Correspondence work of various departments. • Establishment matters. • Tappal work, service postage and maintenance of Registers.
3	Jr. Assistant		2	0	2		**To be filled in:** By outsourcing. • **Qualification:** • **Honorarium:** Rs.15,000/-	
4	Jr.Stenos		1	0	1			
5	Typist		3	0	3			
6	Driver	Driver	1	0	1			• Vehicle driving.

7	Store Keeper	Store Keeper	1	1	0	**To be filled in:** • Being drafted from Directorate of Tribal Welfare.	**To be filled in:** • Being drafted by services on outsourcing. • **Qualification:** Bachelors' Degree of a University. • **Honorarium:** Rs.15,000/-P.M., • **Appointing Authority:** Director of Tribal Welfare.	• In charge of store. • Maintenance of stationery and furniture. • In charge of old records and registers etc.
8	Watchman	Watchman	1	0	1	**To be filled in:** • The service conditions of the class – IV staff shall be governed by AP Last grade service rules.	**To be filled in:** • By way of services at outsourcing. • **Qualification:** SSC PASSED • **Honorarium:**Rs.15,000/-P.M.,	• Watch and Ward duties of the office building during nights.
9	Office Subordinate	Office Subordinate	6	6	0			• They work in the different sections and assists disposal of files, tappals etc.
10	Sweeper	Sweeper	2	2	0			• Sweeping the office rooms and cleaning of the premises of office building.
11	Scavenger	Scavenger	1	0	1			• Maintenance of toilets etc.,
12	Chowkidar	Chowkidar	1	0	1			• Performing watchman duties
13	Office Subordinate.	Office Subordinate.	1	0	1			• Assists the staff in the sections.
	TOTAL		**22**	**10**	**12**			

- These positions (except the already filled ones) shall be filled up by way of outsourcing and the remuneration to be drawn from the Treasury against the existing sanctioned posts.

Accounts Wing

Sl. No	Post/Cadre		STATUS OF POSTS			Method of Recruitment		Functions
	Existing Nomenclature	Proposed Nomenclature	Allotted	Filled	Vacant	Existing	Proposed	
1	2	3	4	5	6	7	8	9
1	Asst. Accounts Officer	Asst. Accounts Officer	1	1	0	**To be filled in:** • Being filled in by drafting the personnel from treasures and accounts.	• The entire activity shall be outsourced.	• He is head of the section. • Supervises the work of all staff.
2	Sr. Accountant	Sr. Accountant	2	1	1			• He is responsible for maintenance of SRs, leave accounts, Travel pay and allowances etc.
3	Typist-cum-clerk	Typist-cum-clerk	1	0	1			• Computerization of all bills and assists in preparation of bills.
4	Shroff	Shroff	1	0	1			• He brings cash from the bank and assists the AO in disbursement to the staff. • Remit tents of the amount of the bank.
5	Office Subordinate	Office Subordinate	2	2	0	**To be filled in:** • The service conditions of the class – IV staff shall be governed by AP Last grade service rules.	• The entire activity shall be outsourced.	• They work in the different sections and assists disposal of files, tappals etc.
	TOTAL		**7**	**4**	**3**			

- These positions (except the already filled ones) shall be filled up by way of outsourcing and the remuneration to be drawn from the Treasury against the existing sanctioned posts.

For managing the Museum and Documentation Center

Sl. No	Post/Cadre		STATUS OF POSTS			Method of recruitment		Functions
	Existing Nomenclature	Proposed Nomenclature	Allotted	Filled	Vacant	Existing	Proposed	
1	2	3	4	5	6	7	8	9
1	Asst. Director (Cartography)	Curator	1	0	1	**To be filled in:** • By direct recruitment • By appointment, by transfer from categories - 3, 8,9,10 & 14 of Class-A (Cameraman, Sculptor, Artist, Audio Visual Operator and Senior draughtsman) of the AP TW Subordinate services. The ratio between Direct recruitment and Promotion shall be 3:7 • **Qualification:** Must possess a Bachelor Degree in Arts, Commerce, Science with PG. Diploma in Cartography. • **Appointing**	**To be filled in:** • Being drafted on contract basis. • **Qualification:** Bachelor's Degree in Arts, Commerce, Science with Post Graduation Diploma in Cartography. • **Honorarium:**Rs.30,000/-P.M., • **Appointing Authority:** Director of Tribal Welfare	**Curator:** • In charge of cartography section. • Prepares designs for the cartographic work to be incorporated in the various perspective plans and annual plans.

						Authority: Director of Tribal Welfare.		
2	Field Officer	Assistant Curator	1	0	1	**To be filled in:** • By direct recruitment • By promotion from the categories - 7 & 16 of Class-A (Research Investigator and Asst. Curator) of the AP TW Subordinate services. • **Qualification:** Must have passed MA., in Sociology /Anthropology in 1st class or 2nd class. • **Appointing Authority:** Director of Tribal Welfare.	**To be filled in:** • Being drafted on contract basis. • **Qualification:** 1st or 2nd class Master's Degree in Pre-History Archaeology/Indology/ Anthropology/Museology • **Honorarium:**Rs.25,000/- P.M., • **Appointing Authority:** Director of Tribal Welfare	• In charge of maintenance of Museum, • procurement of artifacts, preparation of designs depicting tribal life, culture etc.,
3	Cameraman	Cameraman	1	0	1	**To be filled in:** • By direct recruitment • By promotion from the category - 7 of Class-A (Research Investigator) of the AP TW Subordinate services. • **Qualification:** Bachelors degree in Photography.	**To be filled in:** • The entire activity shall be outsourced.	• In charge of photographic section and assists the Asst Director, Cartography in maintenance of album etc.,

						• **Appointing Authority:** Director of Tribal Welfare		
4	Draughtsman	Draughtsman	1	0	1	**To be filled in:** • By direct recruitment • **Qualification:** Diploma in Civil Engineering • **Appointing Authority:** Director of Tribal Welfare		• Assists Sr. Draughtsman in preparation of base maps for incorporation in research projects.
5	Audio visual Operator	Audio visual Operator	1	0	1	**To be filled in:** • By direct recruitment • **Qualification:** Bachelors degree of a University or an equivalent qualification with diploma in Videography. • **Appointing Authority:** Director of Tribal Welfare		• Arranges film shows and slides on socio cultural life of tribals.
6	Asst. Cameraman	Asst. Cameraman	1	0	1	**To be filled in:** • By direct recruitment • **Qualification:** Bachelors degree of a University or Diploma in Fine Arts in Photography with a minimum of one		• He assists the Cameraman.

						year experience. • **Appointing Authority:** Director of Tribal Welfare		
7	Sr. Assistant	Sr. Assistant	1	0	1	**To be filled in:** • The service conditions of the class – IV staff shall be governed by AP Last grade service rules.	**To be filled in:** • The entire activity shall be outsourced.	• Assists in all official correspondence. • Attends fair copying work of all seats. • Computerization of data. • Correspondence work of various departments. • Establishment matters. Tappal work, service postage and maintenance of Registers
8	Jr. Stenos	Jr. Stenos	1	0	1			
9	Typist	Typist	1	0	1			
10	Office Subordinate	Office Subordinate	3	3	0	**To be filled in:** • The service conditions of the class – IV staff shall be governed by AP Last grade service rules.		• Works in various sections and assists the Staff.
11	Night Watchman	Night Watchman	1	0	1			• Watch and Ward duties during the night times.
12	Sweeper	Sweeper	2	2	0			• Maintenance of the office clean and hygienic.
13	Gardener	Gardener	1	0	1			• Maintenance of the garden by keeping green surroundings.
	TOTAL		**16**	**5**	**11**			

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